



**COMMANDER, NAVY REGION SOUTHWEST
HUMAN RESOURCES OFFICE**

EMPLOYEE HANDBOOK

Revised 2011

TABLE OF CONTENTS

I	WELCOME	1
II	GENERAL INFORMATION.....	1
	<i>EMPLOYMENT POLICIES.....</i>	<i>1</i>
	<i>Appointments.....</i>	<i>1</i>
	<i>Probationary periods.....</i>	<i>1</i>
	<i>Position Descriptions.....</i>	<i>1</i>
	<i>Official Personnel Folder (OPF).....</i>	<i>2</i>
	<i>My Biz.....</i>	<i>2</i>
	<i>Total Workforce Management Services (TWMS).....</i>	<i>3</i>
	<i>Merit Promotion Policy.....</i>	<i>3</i>
	WORK SCHEDULE.....	3
	<i>Work Week.....</i>	<i>3</i>
	<i>Holidays.....</i>	<i>4</i>
	PAY INFORMATION.....	4
	<i>Time and Attendance.....</i>	<i>4</i>
	<i>Pay Periods/Pay Days.....</i>	<i>4</i>
	<i>Rates of Pay.....</i>	<i>4</i>
	<i>Demonstration Projects:.....</i>	<i>5</i>
	<i>Payroll Deductions.....</i>	<i>5</i>
	<i>Leave and Earnings Statement.....</i>	<i>6</i>
	EMPLOYEE DEVELOPMENT	6
	<i>Training Policy.....</i>	<i>6</i>
	<i>Training Programs.....</i>	<i>7</i>
	<i>Training Courses.....</i>	<i>7</i>
	<i>Tuition Reimbursement Program.....</i>	<i>7</i>
III	EMPLOYEE BENEFITS.....	7
	NEW EMPLOYEE BENEFITS ELECTIONS.....	7
	INSURANCE.....	8
	<i>Federal Employees' Health Benefits (FEHB).....</i>	<i>8</i>
	<i>Federal Employees Dental and Vision Insurance Program (FEDVIP).....</i>	<i>9</i>
	<i>Federal Employees' Group Life Insurance (FEGLI).....</i>	<i>9</i>
	<i>Federal Long Term Care Insurance Program (FLTCIP).....</i>	<i>10</i>
	<i>Designation of Beneficiary.....</i>	<i>10</i>
	LEAVE.....	10
	<i>Annual Leave.....</i>	<i>11</i>
	<i>Sick Leave.....</i>	<i>11</i>
	<i>Family and Medical Leave Act.....</i>	<i>12</i>
	<i>Voluntary Leave Sharing Program.....</i>	<i>12</i>
	<i>Military Leave.....</i>	<i>12</i>
	INJURY COMPENSATION.....	12
	RETIREMENT.....	13
	<i>Federal Employees Retirement System (FERS).....</i>	<i>13</i>
	<i>FERS Deposits.....</i>	<i>14</i>
	<i>FERS Redeposit.....</i>	<i>14</i>
	<i>Involuntary Retirement.....</i>	<i>14</i>
	<i>Civil Service Retirement System (CSRS).....</i>	<i>14</i>
	<i>CSRS Offset.....</i>	<i>15</i>
	<i>CSRS Deposits.....</i>	<i>15</i>
	<i>CSRS Redeposit.....</i>	<i>15</i>
	<i>Voluntary Contributions.....</i>	<i>15</i>

	<i>Military Service Credit</i>	16
	THRIFT SAVINGS PLAN (TSP)	16
	FLEXIBLE SPENDING ACCOUNT (FSA)	16
	UNEMPLOYMENT COMPENSATION	16
	CIVILIAN EMPLOYEE ASSISTANCE PROGRAM	17
IV	PROGRAMS AND REGULATIONS	17
	PROGRAMS	17
	<i>Labor & Employee Relations</i>	17
	<i>Equal Employment Opportunity (EEO) Program</i>	17
	<i>Affirmative Employment Program</i>	18
	<i>Discrimination Complaint Processing</i>	18
	<i>Workplace Conflict</i>	18
	<i>Alternative Dispute Resolution (ADR)</i>	19
	<i>Prevention of Sexual Harassment</i>	19
	<i>Fraud, Waste, and Abuse Hotline Program</i>	19
	<i>Whistleblower Protection Act</i>	20
	REGULATIONS	20
	<i>Privacy Act of 1974</i>	20
	<i>Standards of Ethical Conduct</i>	21
	<i>Conflict of Interest</i>	22
	<i>Political Rights and Restrictions</i>	23
	<i>Hatch Act</i>	23
V	FACILITY SECURITY AND SAFETY	24
	SECURITY OFFICE	24
	<i>Identification Badges</i>	24
	<i>Badge Replacement</i>	25
	<i>Passes for One-time Visits</i>	25
	<i>Vehicle Registration</i>	25
	<i>Required Safety Equipment</i>	25
	<i>Parking</i>	25
	<i>Disabled Parking</i>	26
	<i>Ridesharing</i>	26
	<i>Carpooling</i>	26
	<i>Transportation Incentive Program (TIP)</i>	26
	<i>Searches</i>	26
	<i>Removal of Government Property</i>	27
	<i>Physical Security</i>	27
	<i>Camera Pass</i>	27
	<i>Weapon Pass</i>	27
	<i>Violence in the Work Place</i>	27
VI	INFORMATION TECHNOLOGY	27
	INFORMATION SYSTEMS SECURITY (INFOSEC)	28
	<i>Hardware and Software Acquisitions</i>	28
	<i>Hardware Use</i>	28
	<i>Software Use/Virus Protection</i>	28
	<i>Copyright Law</i>	28
	<i>Electronic Mail (e-mail)</i>	28
	<i>Internet</i>	29
	<i>Backup/Recovery</i>	29
	<i>Prohibit use of External Drive</i>	29
	<i>System Misuse</i>	29
	<i>Equipment Moving</i>	29

	<i>Security Incident Reporting</i>	<i>29</i>
	<i>Good Housekeeping.....</i>	<i>30</i>
VII	POLICY ON PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT	30
VIII	SAFETY AND HEALTH.....	30
	<i>Fire Procedures.....</i>	<i>31</i>
	<i>Drug Free Workplace.....</i>	<i>31</i>
IX	SERVICES AND FEDERAL EMPLOYEE DISCOUNTS.....	31
	<i>Morale, Welfare & Recreation (MWR) / Civilian, Welfare & Recreation (CWR).....</i>	<i>31</i>
	<i>Federal Employee Discounts</i>	<i>32</i>
X	ADDITIONAL INFORMATION.....	32
	<i>Observance of the U.S. Flag and National Anthem (Colors).....</i>	<i>32</i>
	<i>Smoking</i>	<i>32</i>
XI	REFERENCES	33
XII	HRO OFFICE LOCATIONS	34

I Welcome

It is our pleasure to welcome you aboard. You are one of many employees serviced by the Commander, Navy Region Southwest, (CNRSW), Human Resources Office (HRO). The HRO services many commands and activities located in California, Arizona, Colorado, New Mexico, Nevada, and Utah. We believe you will find your employment here a challenging and rewarding experience.

II General Information

Employment Policies

Appointments

Most appointments in Federal service are based on two factors: type of appointment and type of work schedule. There are two primary types of appointments: permanent (career or career conditional) and temporary. There are three types of work schedules: (1) full-time, (2) part-time, and (3) intermittent. During the first three years of employment under a permanent appointment, the tenure of the employee is that of career-conditional. At the end of that time, career status is attained. Career employees have permanent (lifetime) reinstatement privileges in the federal service. Personnel with career-conditional status may be reinstated only within three years following the date of last separation. Employees eligible for veterans' preference, serving under a career appointment or career-conditional appointment also have permanent reinstatement privileges in the Federal service.

Probationary periods

The first year of service of an employee who is given a career-conditional appointment is considered a probationary period. It affords the supervisor an opportunity to evaluate the employee's performance and conduct on the job, and to remove the person without undue formality, if necessary. A person who is transferred, promoted, demoted, or reassigned before completing probation is required to complete the probationary period in the new position. Prior Federal civilian service counts toward completion of probation if it is in the same agency, same line of work, and without a break in service. (Source from USAJOBS <http://www.usajobs.gov/EI38.asp>)

Answers to frequently asked questions on probationary periods are available at [http://www.cpmc.osd.mil/ASSETS/D88C55626B2B41E68ABD87A7D617DB93/Prob%20Period_gb_071107%20\(FINAL\).pdf](http://www.cpmc.osd.mil/ASSETS/D88C55626B2B41E68ABD87A7D617DB93/Prob%20Period_gb_071107%20(FINAL).pdf)

Position Descriptions

Your official position description (PD) documents the major duties, responsibilities and organizational relationships of your job. A copy of your current PD is available from your supervisor. Since the PD serves as the official record of the classification of the job and because

it may be used to make many other personnel decisions, it should be reviewed for accuracy at least once a year. Typically this occurs as part of the annual performance evaluation process. It is highly recommended that employees keep copies of PDs for all Federal positions that were previously held since your Official Personnel Folder may only contain a copy of your current PD.

There are several Commands serviced by the CNRSW Human Resources Offices that are authorized to administer Alternative Personnel Systems (APS). The Space and Naval Warfare System (SPAWAR) Commands located worldwide and Naval Surface Warfare Centers at Port Hueneme and Corona administer APS commonly known as Science and Technology Reinvention Laboratory (STRL) Personnel Management Demonstration (Demo) Projects or APS Demo. Positions within the Demo Projects may be described differently than those outlined in the traditional official position descriptions noted above. Additional information about the Demo Project can be found at <http://www.opm.gov/aps/demoproject/index.aspx> (by Aixa)

The Naval Surface Warfare Centers at Port Hueneme and Corona are authorized to administer alternative personnel management systems commonly known as Demonstration (Demo) Projects. Positions within the Demo Project may be described differently than those outlined in the traditional official position descriptions noted above. Additional information about the Demo Project can be found at www.opm.gov/demos/index.htm .

Official Personnel Folder (OPF)

An Official Personnel Folder is maintained for each employee by the Human Resources Services Center-Southwest (HRSC-SW), San Diego. The OPF contains employment records such as a chronological history of Notifications of Personnel Actions (SF-50s) which document personnel actions such as promotions, reassignments, pay adjustments, monetary/time-off awards, etc.; an application for employment used for the first and latest appointment to a Federal position; a copy of the current position description; health benefits, life insurance and Thrift Savings Plan elections; the DD214 (Certificate of Release or Discharge from Active Duty) if applicable; documents that support Veterans' preference if applicable; or selective service registration if applicable. The OPF does NOT contain the following: performance ratings; training certificates; personal medical records; payroll, leave and financial data; copies of position descriptions for all Federal jobs previously held; or resumes/applications for employment other than for the first and latest appointment. You may arrange to review your OPF by contacting the servicing HRO. Allow 2-3 days for the process of retrieving your OPF. It is highly recommended that you also keep and maintain your own personal file that contains employee copies of your SF-50's, resumes, applications, position descriptions, performance ratings, training certificates/records, etc.

My Biz

In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

On May 5, 2006, the Deputy under Secretary of Defense (Civilian Personnel Policy) [announced](#) the launch of a new feature in the Defense Civilian Personnel Data System (DCPDS): Self Service Human Resources for employees and managers. These new modules permit employees and managers secure, real-time, on-line access to personnel information, at any time, from their workstations. My Biz allows employees access to view information from their official personnel records including SF-50s, appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

Information on My Biz, including an online tutorial, is available at <http://www.cpms.osd.mil/hrbits/selfservice.aspx>

Total Workforce Management Services (TWMS)

The Total Workforce Management Services Self-Service tool, is available for use by all civilian employees serviced by the Navy Region Southwest Human Resources Office. It is available at: <https://twms.nmci.navy.mil/selfservice>. This secure tool allows employees to view information contained in their personnel file, such as: current job/position information; benefits, pay, and leave information, (including health, life insurance elections and thrift savings plan and leave balances); pay history for the past year; training, education, and certification information; personal information, such as an emergency point of contact; work history, including the capability to view and print Standard Form 50's (Notifications of Personnel Action) and security information, pertaining to any security clearances you might hold. Several on line training courses are available and can be easily taken on this website. Certain personal information may be updated within the tool, such as place of birth, telephone numbers, and emergency contacts. Access to this protected site will require employees to use their PKI Certificate/CAC Card.

Merit Promotion Policy

It is our policy that recruitment and placement actions support identification, evaluation, and selection of the best-qualified candidates without regard to political, religious, or labor organization affiliation, marital status, race, color, sex, national origin, non-disqualifying disability, age, or sexual orientation. Selecting Officials are permitted to consider applicants through merit promotion, outside registers, reinstatement eligibles, and other noncompetitive sources when filling vacancies. To receive consideration for other positions within the Southwest Region, you should submit your resume to the HRSC-SW and update as frequently as your skills and experience change. Job opportunities may be viewed on the internet at www.donhr.navy.mil.

Work Schedule

Work Week

Many Commands have a variety of work hours and shifts within the normal 80-hour (two-week) pay period. Your supervisor will set your work schedule. Any questions you have about work hours and schedules should be addressed with you supervisor.

Holidays

New Years Day – 1 January	Martin Luther King Jr.’s Birthday – 3 rd Monday in January
Presidents’ Day – 3 rd Monday in February	Memorial Day – last Monday in May
Independence Day – 4 July	Labor Day – 1 st Monday in September
Columbus s Day – 2 nd Monday in October	Veterans Day – 11 November
Thanksgiving – 4 th Thursday in November	Christmas Day – 25 December

A list of Federal Holidays for current and future years is available at the website below. Keep this in mind if holidays such as New Years fall on a Saturday or Sunday.

http://www.opm.gov/operating_status_schedules/fedhol

Pay Information

Time and Attendance

Employees are expected to be at work on time and have a clear understanding of the types of leave available and the appropriate authorization required. Disciplinary action may be taken for tardiness, unauthorized absence, and leave abuse. Information on the types of leave available is provided under Employee Benefits section of the handbook.

Pay Periods/Pay Days

A pay period consists of two calendar weeks, beginning on a Sunday and ending the second Saturday of that two-week period. There are twenty-six pay-periods in a work year. Most pay actions (promotions, for example) are effective at the beginning of a pay period. Paydays are every other Friday, starting with the first Friday following the end of the pay period.

Rates of Pay

The two (2) major pay systems are:

1. **General Schedule** (also known as graded, white collar, or GS):

The pay scale for the GS system consists of 10 salary steps. Advancement from one step to another within each grade is called a Within-Grade Increase. Waiting periods for Within-Grade Increases are:

Steps 2, 3, 4 - 52 Calendar Weeks (1 year)
Steps 5, 6, 7 - 104 Calendar Weeks (2 years)
Steps 8, 9, 10 - 156 Calendar Weeks (3 years)

2. **Federal Wage System** (also known as FWS, wage grade, blue collar, or WG, WL, and WS):
The pay scale for FWS consists of five salary steps. Advancement from one step to another within each grade is called a Within-Grade Increase. Waiting periods for Within-Grade Increases are:
Step 2 - 26 Calendar Weeks (½ year)
Step 3 - 78 Calendar Weeks (1½ years)
Steps 4 & 5 - 104 Calendar Weeks (2 years)

Demonstration Projects:

Employees working for an activity designated as a Demonstration Project may have variations of pay schedules than those cited above. When an employee exits a Demonstration Project to a non-demonstration project activity, a GS or FWS grade level equivalent is determined for the employee.

Demonstration Project pay schedules are set under a broad banding classification system where each career path is composed of five or six pay bands. Each pay band corresponds to the salaries of three or more GS grade levels. Please contact your servicing Human Resources Site Office for more information on your particular demonstration project.

Payroll Deductions

Mandatory Deductions are:

- * **Federal Income Tax.** When starting to work, you complete an Employee's Withholding Exemption Certificate, more commonly known as the Form W-4.
- * **California State Income Tax.** When you start work, you also complete a Withholding Allowance Certificate, more commonly known as the Form DE-4.
- * **Civil Service Retirement System (CSRS)/Federal Employees Retirement System (FERS).** A contribution is required of CSRS/FERS and/or Federal Insurance Contribution Act (FICA), depending on your appointment type. Permanent appointees appointed before January 1984 may be covered either by CSRS or by FERS. Temporary appointments fall within FICA (Social Security). All new Civil Service employees (career-conditional appointments) hired after 1 January 1984 participate fully in FERS and Social Security.

Some of the optional deductions include:

- * **Basic Life Insurance.** Eligible employees are automatically covered for Basic insurance unless coverage is waived, in writing, before the end of your first pay period.
- * **Optional Life Insurance.** Employees covered under Basic Life Insurance and who have not waived it, may choose to add Optional Life Insurance within the first 31 days from the date of

your appointment to an eligible position or during Open Season. Life Insurance is discussed in further detail in the Federal Employees' Group Life Insurance (FEGLI) section.

* **Health, Dental and Vision Insurance.** You must make a determination within 31 days of starting to work, or during Open Season. Discussed in further detail in the Federal Employee Health Benefits (FEHB) section and the Dental and Vision Insurance Program (FEDVIP).

* **Allotments.** A maximum of two is allowed (e.g., savings and/or checking account).

* **Combined Federal Campaign (CFC).** The minimum deduction for the CFC is \$1.00 each pay period.

* **Savings Bonds.** Payroll participants can purchase electronic savings bonds and other Treasury securities such as bills, notes, bonds, and TIPS (Treasury Inflation-Protected Securities) using TreasuryDirect, a secure, web-based system provided by Treasury's Bureau of the Public Debt. The system is available 24/7, and opening an account is free. Once an account is opened, an employee can contact his or her payroll office to submit a direct deposit request. With a TreasuryDirect account, an employee has the option of buying Treasury securities through payroll savings or by using a checking or savings account. More information on TreasuryDirect and about U.S. Savings Bonds can be found at <http://www.savingsbonds.gov> .

Note: The U.S. Department of Treasury is phasing out the issuance of paper savings bonds through traditional employer-sponsored payroll savings plans. As of September 30, 2010, federal employees will no longer be able to purchase paper savings bonds through payroll deduction. The end date for all other (non-federal) employees is January 1, 2011.

Direct electronic deposit of your paycheck to a financial institution is required.

Leave and Earnings Statement

Employees can view their Leave and Earning Statement, make changes to their withholdings, and view their leave balances at the Defense Finance and Accounting Service website: <https://mypay.dfas.mil/mypay.aspx> .

With myPay, you can also: view and print tax statements; change federal and state tax withholdings; update bank account and electronic fund transfer information; manage allotments; make address changes; purchase U.S. Savings Bonds, view and print travel vouchers and control Thrift Savings Plan deductions and enrollment.

Employee Development

Training Policy

Training and professional development are encouraged, strongly supported and may be requested through your supervisor. Types of training include on-the-job training (OJT), reading assignments, classroom training, and computer based training, etc. When attending training, you

are expected to attend all sessions; if you are unable to attend for any reason, you must notify your supervisor.

Training Programs

You and your supervisor might develop an Individual Development Plan (IDP) and monitor your progress in your position. Some Commands require an IDP for all employees.

Training Courses

There are a variety of training courses available to employees. Many courses are advertised on the Internet at [CNRSW HRO website](#) under “Employee Development” Courses are also advertised through the e-mail or your training coordinator may send course announcements to you. All requests for training must be approved by your supervisor.

It is never too early to start thinking about retirement. One of the most frequent comments we receive from employees who complete our retirement courses is they wish they had attended such courses much earlier in their Federal career. Thus, check the HRO web site periodically for mid-career retirement course announcements.

Tuition Reimbursement Program

Some commands offer a Tuition Reimbursement Program to encourage continued employee development. See your immediate supervisor for information concerning a Tuition Reimbursement Program.

III Employee Benefits

New Employee Benefits Elections

Source: <https://www.civilianbenefits.hroc.navy.mil/NewEmpBenefitsElections.asp>

Permanent, new employees need to make benefits coverage elections within the prescribed time periods as listed below. The days listed below are calendar days beginning with the day after your effective date of your appointment as indicated on your SF-50:

- **Health Insurance** - enroll within **60** days or you'll have no coverage
- **Life Insurance** - Basic coverage automatic; **31** days to enroll for Optional or to cancel Basic
- **Thrift Savings Plan** - anytime
- **Retirement** – automatic coverage
- **Flexible Spending Account** – **60** days to enroll
- **Long Term Care Insurance** – **60** days to enroll

- **Dental & Vision Insurance Program - 60** days to enroll

You have a limited time to enroll. For enrollment information, go to the Civilian Benefits Information Center (CBIC) website at <http://www.public.navy.mil/DONHR/BENEFITS/Pages/Default.aspx> and click on New User Tutorial

Resources for Managing Your Benefits

THE EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)

- Go to <http://www.public.navy.mil/DONHR/BENEFITS/Pages/Default.aspx> - click on “EBIS”
- Access 24/7 to conduct benefits transactions
- No waiting to access personal benefits information

THE BENEFITS LINE – 1-888-320-2917

- Access 24/7 to conduct benefits transactions
- Customer Service Representatives are available to assist you from 4:30 a.m. to 4:30 p.m., Pacific Standard Time to answer questions, provide information and forms, and to help resolve problems.

CIVILIAN BENEFITS INFORMATION CENTER (CBIC) WEBSITE

- Go to <http://www.public.navy.mil/DONHR/BENEFITS/Pages/Default.aspx>
- Instant access to retirement package and retirement information
- Links to benefits program information
- Latest News and Things You Should Know

Additional information:

New Navy Employee Benefits Brief:

https://www.civilianbenefits.hroc.navy.mil/documents/new_hire_1.ppt

Navy Benefits Bulletins:

<http://www.public.navy.mil/donhr/Benefits/resources/Pages/Default.aspx>

Office of Personnel Management Insurance Information:

<http://www.opm.gov/insure/>

Insurance

Federal Employees' Health Benefits (FEHB)

If you are hired under a career or career-conditional appointment, you have 60 days from the date you start work to choose a health insurance plan, or elect not to enroll. Once you elect your health insurance coverage plan, it will be effective the beginning of next pay period. The cost of the plan selected will be automatically deducted from your pay. Once every year (usually in

November), an Open Season is provided, during which you may enroll, or if enrolled, may change plans, options, or type of enrollment. Under most circumstances, Open Season is the only time such changes may be made.

You may cancel your enrollment in the Health Benefits Program at any time (unless you are covered under the “Premium Conversion” program). Benefits automatically cease upon separation from Federal service for any reason other than retirement. Benefits also automatically cease for a spouse on the day of the final divorce decree. Benefits may be continued temporarily after separation under certain circumstances.

It is your responsibility to know when a family member is no longer eligible for FEHB coverage; your agency will NOT notify you. Under the Affordable Care Act, adult children up to age 26 will be eligible for health insurance coverage; however, the effective date for extended coverage under the FEHB is January 1, 2011.

More FEHB information is available on the Internet at <http://www.public.navy.mil/donhr/benefits> under Benefits Program Information or call the Benefits line at 1-888-320-2917 to speak to a customer service representative if you have any questions or concerns.

Federal Employees Dental and Vision Insurance Program (FEDVIP)

The Federal Employees Dental and Vision Insurance Program (FEDVIP) is available to eligible Federal and Postal employees, retirees, and their eligible family members on an enrollee-pay-all basis. This Program allows dental and vision insurance to be purchased on a group basis which means competitive premiums and no pre-existing condition limitations. Premiums will be withheld from salary on a pre-tax basis. For questions regarding Federal Employees Dental and Vision Insurance Program, please contact [BENEFEDS Customer Service](#) at 1-877-888-3337 (TTY: 1-877-889-5680).

Federal Employees' Group Life Insurance (FEGLI)

There are two types of FEGLI available: Basic life insurance coverage, and three optional life insurance coverages. During employment, Basic life insurance provides: 1) life insurance without a medical examination (if you don't waive coverage when first eligible or if you elect during open season) and 2) accidental death and dismemberment insurance. The amount of the basic life insurance is the sum of your annual salary, rounded to the next higher thousand, plus \$2,000. If your annual salary is less than \$8,000, the minimum amount of basic life insurance is \$10,000. Basic coverage is doubled for those under the age of 35. Employees covered under Basic Insurance may elect family optional insurance to cover eligible family members and/or additional optional insurance in an amount 1-5 times their actual rate of annual basic pay. More information is available on the Internet at <http://www.public.navy.mil/donhr/benefits> under Benefits Program Information or call the Benefits line at 1-888-320-2917.

If you waive the right to purchase basic life insurance, you may request to cancel the waiver and purchase insurance if you are under the age of 50, if one year has lapsed since the date of the

waiver and if you can furnish satisfactory medical evidence of insurability. A waiver may also be canceled during an Open Season, without meeting the preceding requirements. You must have five consecutive years of FEHB and FEGLI coverage, immediately before retirement, before you can carry over those benefits into retirement. More information about FEGLI can be found at <http://www.opm.gov/insure/index.asp>

Federal Long Term Care Insurance Program (FLTCIP)

The Federal Long Term Care Insurance Program (FLTCIP) was designed specifically for members of the Federal Family. It is sponsored by the Federal Government and backed by two of the country's top insurance companies. The Federal Program is designed to help protect enrollees against the high costs of long term care. Personal access to registered nurse care coordinators, and home care provisions are just a few of the reasons to consider enrollment. Most health insurance programs, including the FEHB Program, TRICARE, and TRICARE for Life, provide little or no coverage for long term care. This is why the U.S. Office of Personnel Management (OPM) sponsors a long term care insurance program for members of the Federal Family. For eligibility requirements, cost, enrollment and other information, visit the website at <http://www.ltcfeds.com/index.html> or call 1-800-582-3337 (TTY: 1-800-843-3557).

Designation of Beneficiary

Life insurance, retirement, thrift savings plan, and unpaid compensation benefits are payable to the beneficiary designated by you. The designation must be in writing, signed, witnessed, and received by the HRSW-SW. **Keep this designation current.** Changes in family status, without a corresponding change in designation of beneficiary, may result in a settlement other than what the employee intended. Settlement in these cases is as follows:

- * To the widow or widower;
- * To the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child;
- * To the parents in equal shares, or to the surviving parent;
- * To the duly appointed executor or administrator of the estate; or, lastly,
- * To the next of kin under the laws of the state.

For more information, visit the Navy website at:

<http://www.public.navy.mil/donhr/Benefits/designations/Pages/Default.aspx>

Leave

Leave Requesting Procedures

The Standard Labor Data Collection and Distribution Application (SLDCADA) is a timekeeping system that allows for centralized or distributed input, provides the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and

hours against type hour codes for pay purposes. **Talk to your supervisor regarding procedures to follow to request leave.**

Annual Leave

Annual leave enables you to take time off for vacations or personal business. Annual leave is earned on the basis of years employed in federal service and work schedule (Full-time or Part-time).

<u>Full-time Employment</u>		
<u>Length of Service Civilian/Military</u>	<u>Rate Earned Per Pay Period (80 hrs)</u>	<u>Earned Annually</u>
0 - 3 years	4 hours	13 days
3 - 15 years	6 hours	20 days
15+ years	8 hours	26 days
<u>Part-time Employment</u>		
<u>Length of Service Civilian/Military</u>	<u>Rate Earned Per Hours Worked</u>	<u>Hours Worked</u>
0 - 3 years	1 hour	20 hours
3 - 15 years	1 hour	13 hours
15+ years	1 hour	10 hours

Except in emergencies, annual leave must be approved in advance by your supervisor. Emergency situations should be rare and an explanation for the emergency provided to the supervisor. For routine requests for annual leave, your supervisor may consider such factors as workload and other employee’s scheduled leave in arriving at a decision to approve leave.

Up to 30 days (240 hours) of annual leave may be accumulated and retained from one year to the next. Any leave accumulated in excess of this amount must be used before the end of the leave year, with certain exceptions. A leave year closely parallels a calendar year. Your leave and earnings statement indicates your leave balances. If the leave information shown on the earnings statement disagrees with your records, you should bring those discrepancies to your supervisor’s attention.

Sick Leave

Sick leave is authorized on the basis of your inability to work because of illness, medical, dental or optical appointments/treatments. Full-time employees earn sick leave at the rate of 4 hours per pay period, or a total of 13 days per year. Part-time employees earn sick leave at the rate of 1

hour for every 20 hours in a pay status. There is no limit to the amount of sick leave that may be accumulated. Earned sick leave may be taken after you have worked one complete pay period.

Additionally, 5 CFR 630.401 provides for use of a total of up to 40 hours of accumulated sick leave per year to care for a family member. Care includes result of physical or mental illness, injury, pregnancy, childbirth, adoption, or medical, dental, optical examinations. The 40 hours sick leave per year also includes the time to make arrangements necessitated by the death of a family member. An additional 64 hours of accumulated sick leave may be approved, provided you maintain a reserve leave balance of 80 hours.

Family and Medical Leave Act

Provides up to 12 weeks of unpaid leave in any 12 month period for the following conditions:

- * Birth of a son or daughter, and care of a newborn;
- * Placement of a son or daughter with you for adoption or foster care;
- * Care for a family member with a serious health condition; or
- * A serious health condition that makes you unable to perform the duties of your position.

Voluntary Leave Sharing Program

The Leave Share Act authorized a program where you can donate annual leave to a Federal employee with a medical emergency. Under this program, you may also be the recipient of donated leave if you have a medical emergency.

Military Leave

Full-time Federal civilian employees serving in the Reserves and National Guard accrue 120 hours of military leave in a fiscal year. Employee may be charged military leave only for hours during which the employee would otherwise have worked and received pay. Members of the Reserves and National Guard will not be charged military leave for non-duty days (typically weekends and holidays) that occur within the period of military service. Employees who request military leave for inactive duty training will be charged only the amount of military leave needed to cover the period of training and necessary travel. For example, an employee who performs 4 hours of inactive duty training on a regularly scheduled 8-hour workday request and is granted 4 hours of military leave. The remainder of his/her civilian workday that is not chargeable to military leave must be worked, in this case 4 hours, or by requesting annual leave, LWOP, compensation time off, or credit hours, as appropriate.

Injury Compensation

While we hope that you never suffer a work-related injury or illness, the Federal Employees Compensation Act (FECA) provides compensation benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. The FECA also provides for the payment of benefits to dependents if a work-related injury or

disease causes an employee's death. The program is administered by the Department of Labor, which makes the decisions to accept or deny a claim. The benefits provided by the program are the sole remedy against the United States Government (and the Department of the Navy) for work-related injury or death.

If you experience a workplace injury, you should immediately notify your supervisor, and request and complete the front side of form [CA-1](#) (Notice of Traumatic Injury). The supervisor will complete the back side of the CA-1 and forward the completed form via fax to (619) 532-1287 or by mailing to the Injury Compensation Office, 937 N Harbor Drive, 6th Floor, San Diego, CA 93132-0058.

The CA-1 must be completed by the employee and given to the supervisor within 30 days in order to be entitled to Continuation of Pay (COP), however, the employee has up to 3 years to file a claim for traumatic injury. Continuation of Pay provides for up to 45 days of full pay to an injured employee without charge to leave.

Obviously, the need for urgent medical treatment would take precedence over the filling out of forms, and most activities have medical facilities available for emergency treatment or initial review of an injury. Your supervisor should arrange for your visit to the base medical facility. You have a right to treatment by a physician of your choice (usually through your medical plan coverage). Initial uses of the base medical facilities do not constitute a choice of treating physician for follow up diagnosis and care. The requisite paperwork should be completed as soon as possible, however, so that you preserve any entitlement to benefits.

An occupational disease is a condition that happens over a period of time, over more than one work shift. It is usually not identifiable by date, time or place, but just occurs in the performance of duty. If you believe that you have suffered an occupational disease, you should obtain a form [CA-2](#) (Claim for Occupational Disease) from your supervisor, complete it, and return it to your supervisor. There is a three-year time limit for filing this form. Continuation of Pay is not provided for claims related to occupational illness or disease.

NOTE: It is very important that forms CA-1 or CA-2 are timely filed. If they are not, you may lose benefits to which you otherwise might have been entitled.

Retirement

Nearly all civilian employees participate in one of the two retirement systems - Federal Employees Retirement System (FERS) or Civilian Service Retirement System (CSRS). The system an employee participates in is determined by the date of hire and differs in terms of its basic design and in the rights granted by its provisions.

Federal Employees Retirement System (FERS)

If first hired after December 31, 1983, you're covered under the FERS. This retirement system not only provides you a retirement annuity, but may also provide a surviving spouse, and/or eligible surviving children, with a benefit in the event of your death.

If you resign for any reason other than retirement, you may request a refund of all monies you contributed to the retirement fund, provided the request is made no later than 31 days prior to the date you become eligible for any annuity. Under FERS, the money may not be re-paid to purchase FERS credit.

FERS employees will be eligible to retire voluntarily at a Minimum Retirement Age (MRA), which is between 55 and 57 years of age with 30 years of service, 60 years of age with 20 years of service, or 62 years of age with 5 years of service. FERS employees may retire at their MRA with at least 10 years of service, with reduced benefits. The reduction is 5 percent for each year you're under age 62. Effective October 28, 2009, individuals separating with eligibility to an immediate annuity or who die leaving a survivor eligible for a survivor annuity will be entitled to credit for 50 percent of their unused sick leave. DoD employees separations and deaths occurring on or after January 1, 2014, will be permitted to use 100 percent of the unused sick leave in the retirement annuity or survivor annuity calculations.

FERS Deposits

Deposits can be made into the retirement fund for periods of employment during which retirement deductions were not taken, if the non-deduction service was prior to January 1, 1989. If you have post-1956 military service, and do not pay a deposit into the FERS, you will not get credit for that service for retirement purposes

FERS Redeposit

FERS employees retiring on or after October 28, 2009, will be given the opportunity to redeposit, with interest, funds that were previously withdrawn from their retirement accounts. Interest for deposits will be based upon the same rules that apply to CSRS.

Involuntary Retirement

Both FERS and CSRS employees may also be eligible to retire at 50 years of age with 20 years of service, and any age with 25 years of service, during periods of significant manpower reductions. It is possible to elect involuntary retirement when your position is abolished or moved to another geographical area. Cost-of-living increases (determined by increases in the Consumer Price Index) are added periodically to retirement annuities.

Civil Service Retirement System (CSRS)

If first hired prior to December 31, 1983, you may either be covered under the CSRS or CSRS Offset. This retirement system not only provides you a retirement annuity, but may also provide a survivor benefit in the event of your death. Cost-of-living increases (based on increases in the Consumer Price Index) are added periodically to annuities during retirement. More information is available on the Internet at link: [I want to retire](#) under Civilian Benefits Information Center or call the Benefits line at 1-888-320-2917.

More information about Retirement can be found at <http://www.opm.gov/retire/index.aspx>

If you resign for any reason other than retirement, you may request a refund of all monies you contributed to the retirement fund, provided the request is made no later than 31 days prior to the date you become eligible for an annuity.

Voluntary CSRS retirement eligibility is 55 years of age with 30 years of service, 60 years of age with 20 years of service, or 62 years of age with 5 years of service. Under this retirement system, unused sick leave is credited in the calculation of the retirement annuity. Unused sick leave may NOT be used in computing your “high-3” average salary or for meeting the minimum length of service for retirement eligibility.

CSRS Offset

This option is available to employees who were originally hired before 1984, covered by CSRS, had at least five years of service but were rehired after 1983. However, if an employee is hired after having been outside federal employment more than one year, that employee also becomes covered under social security, in that value of the employees Social Security Benefits are subtracted from the employees CSRS Benefits.

CSRS Deposits

Deposits can be made into the retirement fund for periods of employment during which retirement deductions were not taken. A deposit is required for the maximum annuity to be received, but not for the time to be credited. If a deposit is not made for non-deduction service, your annuity will be reduced.

If you have post-1956 military service, and are/will be eligible for Social Security at age 62, you will lose some CSRS annuity at age 62 if you do not make a deposit into the CSRS.

CSRS Redeposit

If you receive a refund of CSRS retirement contributions, you may make a redeposit if the refund was **prior** to October 1, 1990. You don't have to redeposit the money into the CSRS for it to be creditable for eligibility and computation purposes (except if you retire on disability). Full credit for the refunded service will be allowed in computing the annuity, but the annuity will be actuarially reduced based on your age and the amount of redeposit, including interest owed at the time of retirement.

Voluntary Contributions

CSRS employees may make voluntary optional payments to the CSRS fund in addition to the regular retirement deductions taken from their salary. Contributions to the fund earn market-rate interest which is tax deferred. Upon retirement, the contributions plus interest may be used to purchase additional annuity, which is added to the regular annuity the employee would normally receive. All contributions and interest may be withdrawn at any time; however, the employee

may not participate in the program again. An “Application to Make Voluntary Contributions” form (SF-2804) must be approved by OPM. For more information about Voluntary Contributions, visit http://www.opm.gov/retire/pre/planning/volcontributions_inquiries.asp

Military Service Credit

Federal employees, who are retired military, may be able to gain service credit for their military service time for purpose of computing their total annuity under either the CSRS or FERS program. For further information or to obtain a Request for Estimated Earnings During Military Service (RI 20-97 form), contact your Personnel Management Specialist.

Thrift Savings Plan (TSP)

You may participate in the Thrift Savings Plan (TSP) to save for retirement. Effective August 1, 2010, new employees are automatically enrolled in TSP and 3 percent of your basic pay will be deducted. You can terminate your automatic enrollment contributions at any time. FERS employees may contribute a percentage of their basic pay and the agency will automatically contribute one percent of the employee's basic pay. The agency will also match the employee's contribution, up to five percent. Employees covered under the CSRS may also contribute a percentage of their basic pay into the TSP, but the agency does not contribute to their accounts. This is a tax-deferred plan for FERS and CSRS employees. For complete information about TSP and maximum allowable contributions visit <http://www.tsp.gov> or contact your HRO Site Office.

Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money. In other words, with an FSA, you can both reduce your taxes and get more for your money by saving from 20% to more than 40% you would normally pay for out-of-pocket health care and dependent care expenses with after-tax (as opposed to taxed) dollars. Your participation in any FSA is completely voluntary, and it's important to remember that unlike other Federal benefits, your FSA election is only effective for one Benefit Period. In other words, you must enroll each year that you choose to participate. To participate, newly hired, eligible employees must enroll within 60 days of the actual start date. For eligibility requirements, enrollment and other information, visit the website at www.fsafeds.com or call 1-877-372-3337 (TTY: 1-800-952-0450).

Unemployment Compensation

If your employment should end, you are entitled to apply for unemployment benefits with the state agency responsible for administering those benefits. Within 2-3 weeks after you leave your employment, you will receive a package from the HRSC, which will include information about

your benefits. The state agency will determine if you are eligible to receive benefits and the amount of benefits.

NOTE: For further information on survivor benefits insurance coverage, retirement benefits, and obtaining related forms contact the HRSC, Benefits and Services Branch at 1-888-320-2917 or benefits@sw.hroc.navy.mil .

Civilian Employee Assistance Program

As a civilian employee you have the opportunity to take advantage of the Civilian Employee Assistance Program (CEAP).

We are interested in your health and well being, and in that of your family members, especially during times of crisis. There are many career and personal pressures on men, women and young people in today's world, which can detract from your well being and your health. Most problems, however, can be solved, or at least minimized, if help is obtained right away. The CEAP is here to give you that help. Services provided are confidential and there is no charge to employees or their family members for contact and referral services. The CEAP is available to you 7 days a week. For more information, contact your servicing HRO Site Office.

IV Programs and Regulations

Programs

Labor & Employee Relations

Servicing Human Resources Site Offices (HRO) throughout the Southwest Region manage a full range of labor and employee relations programs to include the Civilian Employee Assistance Program, Drug Free Workplace Program, Worker's Compensation, leave, performance management, and labor-management relations. A roster of servicing Regional HRO Site Offices can be accessed online at the CNRSW webpage:

<https://www.cnrc.navy.mil/cnrsw/Programs/HRO/index.htm>. Further information on these programs can be located at the Navy's HR website:

<http://www.public.navy.mil/donhr/Services/Pages/Default.aspx>.

Equal Employment Opportunity (EEO) Program

It is the policy of the Navy and the Federal Government as a whole, that all persons be accorded equal opportunity in all civilian employment matters regardless of race, color, religion, sex, national origin, mental or physical disability, age (40 and over), sexual orientation, or reprisal (retaliation for prior EEO involvement).

The Head of each Navy activity, headquarters and field installation is designated as the EEO Officer, and has overall responsibility for the EEO program within their respective commands.

Each command should have an EEO policy statement posted as well as the names and telephone numbers of EEO program officials.

The EEO Program is divided into two separate and distinct areas: Affirmative Employment Programs and Discrimination Complaint Processing.

Affirmative Employment Program

This program focuses on the demographic distribution of employees throughout the workforce. Program officials advise the EEO Officer of trends or patterns in regard to hiring, promotion, development, and retention of all employees within the command. Another function of this program is to work with local communities to expand recruitment sources for positions that are historically underrepresented by certain employee groups.

Discrimination Complaint Processing

Under this program, employees who feel they have been the victim of discrimination because of their race, color, religion, sex, national origin, mental or physical disability, age (40 or older), or reprisal have the right to file a complaint of discrimination. EEO Complaint Procedures should be posted on official bulletin boards with the names and telephone numbers of complaint processing officials. If you cannot locate the EEO poster, contact your HRO Site Office.

Workplace Conflict

In any organization, it is inevitable that there will be conflict. You may experience conflict yourself at some point. This conflict may involve you and your co-workers, your supervisor, or other employees or managers within the work force. If you find yourself involved in some sort of conflict, it is imperative that you:

1. Think about what is going on. What events led to this conflict? What is your role?
2. Be proactive whenever possible. What can you do to resolve conflict?
3. COMMUNICATE! This cannot be stressed enough. A large number of conflicts in the workplace start from a breakdown in communication. If you have a dispute with your supervisor, request a meeting with him or her to discuss the matter. If you have a conflict with a person outside of your chain of command, discuss it with your supervisor and ask for their guidance. It is always advisable to utilize your chain of command to resolve disputes whenever possible.
4. If you are not able to resolve the conflict within the chain of command, you may contact your Personnel Management Advisor (PMA). Your PMA will meet with you to discuss the conflict and provide you with options to resolve the dispute, including use of Alternative Dispute Resolution techniques, which are discussed below.

5. If you believe the dispute is a form of discrimination based on race, color, religion, sex, national origin, mental or physical disability, age, or reprisal, refer to the discrimination complaint procedures. It is required you go through your supervisor to schedule an appointment with an EEO Counselor, unless you wish to schedule an appointment outside your regular duty hours. If you do wish to file a complaint of discrimination, you should be aware that you have 45 days from the date of alleged discriminatory event to make timely contact with an EEO Counselor.

Alternative Dispute Resolution (ADR)

ADR is a term that refers to a continuum of processes that are utilized to resolve workplace conflicts. A widely used form of ADR is mediation. Mediation is a process where a neutral third party assists two or more parties in coming to a mutual agreement. It has been utilized, with much success, to resolve all forms of workplace disputes, grievances, and discrimination complaints.

Prevention of Sexual Harassment

The Department of the Navy has a zero tolerance policy on sexual harassment and is committed to ensuring all personnel are guaranteed a work environment free from sexual harassment.

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- * Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay or career;
- * Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; and/or,
- * Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- * Employees accessing sexually explicit Internet sites and/or sending explicit sexual jokes is inappropriate and a form of sexual harassment and will be disciplined appropriately.

If you feel you have been the victim of sexual harassment, you should immediately contact your supervisor or someone in your management chain for resolution. To file a complaint, contact your HRO Site Office. All complaints are handled confidentially and promptly.

Fraud, Waste, and Abuse Hotline Program

Anyone witnessing what they believe to be fraud, waste, or abuse of authority, potential leaks of classified information, potential acts of terrorism, should report such conduct through the chain of command or either directly to his or her respective service Inspector General or directly to the

Inspector General of the Department of Defense Hotline at 800-424-9098 (e-mail: hotline@dodig.mil)

Whistleblower Protection Act

The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. Under the Civil Service Reform Act and the Whistleblower Protection Act (WPA), OSC's primary mission is to safeguard the merit system by protecting federal employees against prohibited personnel practices, especially reprisal for whistleblower. OSC carries out its mission by investigating allegation of prohibited personnel practices and other improper employment practices within its jurisdiction, and seeking appropriate corrective or disciplinary action; providing an independent, secure channel for disclosure and resolution of wrongdoing in federal agencies and promoting greater understanding of the rights and responsibilities of government employees under the WPA.

For more information or to make a disclosure contact:

U.S. Office of Special Counsel
1730 M Street, N.W., Suite 218
Washington, D.C. 20036-4505

Phone: (202) 254-3640 Toll Free: 1-800-572-2249
Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339

<http://www.osc.gov>

Regulations

Privacy Act of 1974

The Privacy Act of 1974 provides "fair information practices" and includes safeguards for an individual's right to privacy. It requires that no secret systems of information about individuals are to be kept by the government. It provides specific requirements for agencies on the disclosure, collection, and use of personal information. Federal agencies have responsibilities that include:

1. Collecting personal information. Individuals must be advised by the government/agency on:

- * Why the government is seeking the information,
- * What use the government intends to make of the information,
- * The authority under which the information is solicited, and
- * Whether disclosure is mandatory or voluntary.

2. Maintenance of personal information. Records maintained on individuals must be:

- * Timely,
- * Accurate, and
- * Complete.

3. Maintaining the confidentiality of information and using it solely for the purposes designated.

4. Taking appropriate disciplinary action in cases of inappropriate use.

Employees who work with Privacy Act material should carefully follow the above responsibilities and review this information at least once a year.

Standards of Ethical Conduct

The Code of Ethics for Government Service sets the principles of conduct for all Federal employees. The Code is a guide for both public and private conduct. It is important that you familiarize yourself with and adhere to these principles:

Any person in government service should:

- * Put loyalty to the highest moral principles, and to country, above loyalty to persons, party, or Government department.
- * Uphold the Constitution, laws, and regulations of the United States and all governments therein, and never be a party to their evasion.
- * Give a full day's labor for a full day's pay, giving earnest effort and best thought to the performance of duties.
- * Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- * Never discriminate unfairly by dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons the performance of his governmental duties.
- * Make no private promises of any kind binding the duties of office, since the government employee has no private word that can be binding on public duty.
- * Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his government duties.
- * Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- * Expose corruption wherever discovered.
- * Uphold these principles, ever conscious that public office is a public trust.

Conflict of Interest

Navy employees are expected to maintain ethical standards; their actions should adhere to prescribed standards of conduct. All Naval personnel are bound to refrain from any private business or professional activity. They are also bound from having direct or indirect financial interest placing them in a position where there is a conflict, or even the appearance of a conflict, between the private interests and the public interests of the United States. If you, or any member of your family, hold interest in a firm, with which you deal as a Federal employee, you must divest all holdings or disqualify yourself from your Federal duties. Use good judgment when engaging in outside employment and activities.

Of special concern to those who represent the Navy in dealing with business and industry is the need to avoid situations involving the acceptance of favors, gratuities, entertainment, and comparable expressions of hospitality and generosity from representatives of commercial enterprises and private industry seeking dealings with the government. For example, if circumstances make it necessary to eat in a restaurant with contractor personnel, you must pay for your own meal. Naval employees should present an image of impartiality and honesty; your behavior should always be a credit to the government and the Navy. For more information contact the Staff Judge Advocate Office at 619-532-1418/DSN 522-1418.

Merit System Principles

Adapted from §2301 (b) of the Title 5 U.S.C.

1. Recruit, select, and advance employees on merit after fair and open competition.
2. Treat employees and applicants fairly and equitably.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information “whistleblower” situations.

PROHIBITED PERSONNEL PRACTICES

Adapted from §2302 (b) of the Title 5 U.S.C.

1. Illegally discriminate for or against any employee or applicant.

2. Solicit or consider improper employment recommendations.
3. Coerce an employee’s political activity.
4. Obstruct a person’s right to compete for employment.
5. Influence any person to withdraw from competition for a position.
6. Give unauthorized preference or improper advantage.
7. Employ or promote a relative.
8. Retaliate against a “whistleblower”, whether an employee or applicant.
9. Retaliate against employees or applicants for filing an appeal.
10. Unlawfully discriminate for off duty conduct.
11. Knowingly violate veterans’ preference requirements.
12. Violate any law, rule, or regulation which implements or directly concerns the merit system principles.

Political Rights and Restrictions

Federal laws limit the political activities of Federal employees. These laws are designed to strike a balance between your options to exercise your First Amendment Rights, and protecting you from the influence of political considerations, which might impact your job security.

Hatch Act

Now that you are a federal employee you are restricted to some extent from participating in partisan politics. Primarily you are forbidden from seeking a political office as a representative of a political party, involving a national and state election, or affiliated with a political partisan organization. However, you may seek a non-partisan political office, such as city council, school board, etc. If you need additional information regarding this subject please contact the U.S. Office of Special Counsel at www.osc.gov.

Federal Employee Do’s and Don’ts

<u>Hatch Act Do's – Federal employees</u> <u>may:</u>	<u>Hatch Act Don'ts - Federal employees</u> <u>may</u> <u>not:</u>
<ul style="list-style-type: none"> • be candidates for public office in nonpartisan elections • register and vote as they choose • assist in voter registration drives • distribute campaign literature in partisan 	<ul style="list-style-type: none"> • use official authority or influence to interfere with an election • solicit or discourage political activity of anyone with business before their agency • solicit, accept, or receive political

<p>elections</p> <ul style="list-style-type: none"> • express opinions about candidates and issues • contribute money to political organizations • attend political fundraising functions • attend and be active at political rallies and meetings • join and be an active member of a political party or club • sign and circulate nominating petitions • campaign for or against referendum questions, constitutional amendments, and municipal ordinances • campaign for or against candidates in partisan elections • make campaign speeches for candidates in partisan elections • hold office in political clubs or parties 	<p>contributions (may be done in limited situations by federal labor or other employee organizations)</p> <ul style="list-style-type: none"> • be candidates for public office in partisan elections • engage in political activity while on duty or in a government office • wear political partisan buttons on duty • engage in political activity while wearing an official uniform • engage in political activity while using a government vehicle
---	---

Inquiries about the Hatch Act may be made in writing or by telephone to Hatch Act Unit, U.S. Office of Special Counsel, 1730 M Street, N.W., Suite 218, Washington, D.C. 20036-4505. Tel: (800) 854-2824 or (202) 653-3650.

Requests for Hatch Act advisory opinions (only) may be made by e-mail to: hatchact@osc.gov.

Additional Information Title 5 of the Code of Federal Regulations, Parts 733 and 734 concerning "Political Activity," can be viewed and downloaded at: <http://www4.law.cornell.edu/cfr/cfr.php?title=5&type=chapter&value=1>

V Facility Security and Safety

Security Office

Security is everyone's responsibility. The Security Office provides protection against theft, espionage, sabotage, unlawful entry, and other acts of violence targeted at personnel, material, equipment, or facilities. The Security Office also controls access to the station.

Identification Badges

All civilian employees are required to have an identification badge in their possession at all times. A badge will be issued to you when you are first employed. You are responsible for ensuring that you obtain a new badge prior to its expiration, or if you change your name. Badges remain the property of the U.S. Government and are for official use only. Use or possession by another person is subject to penalty or fine.

Badge Replacement

Contact your Security Office for information on badge replacement or for any special needs. You may be required to present a written memorandum from your supervisor to replace a lost, stolen, or mutilated badge.

Passes for One-time Visits

For information on visitor passes, you may contact your Security Office. Visitors must show proof of current drivers' license, car registration and car insurance before a pass will be issued.

Vehicle Registration

All privately and commercially owned motor vehicles and bicycles operated on board a military installation on a continuing basis will maintain a current registration with the Security Department or another military activity within the Commander, Navy Region Southwest. A decal is issued for each registered vehicle to be displayed in the bottom left corner of the front windshield. You must show proof of current driver's license, car registration and proof of car insurance when registering your vehicle. Whenever a registered vehicle is sold, traded or otherwise leaves your permanent possession or the windshield is replaced, the decal must be removed from the vehicle and returned to the Security Department. New registrations may not be made until those previously issued are cleared. Civilian employees are authorized to register two vehicles.

Required Safety Equipment

The following safety gear is required on station when operating:

Motorcycles - Department of Transportation-approved helmet, long sleeved shirt, long pants, leather shoes and a reflective vest. Full-fingered leather gloves are recommended. Employees should contact supervisor or local Safety Office on any other or unique requirements specific to the base or installation. For example, according to the Navy Compass, Naval Base Coronado (NBC) instruction 5560.6 states that all motorcycle riders are required to wear a yellow/orange visibility vest as an outer garment at all times while riding. Riders wearing a backpack must have it covered by the vest or have a separate vest for the backpack or wear a backpack with reflective material strips that are at least two inches wide and visible.

Bicycles - Department of Transportation-approved helmet and, during hours of darkness, florescent vest or clothing.

Skateboards, Roller blades and Roller skates - Department of Transportation-approved helmet and elbow/knee pads are highly recommended.

Parking

Parking is limited at many locations. The operation of a privately owned vehicle on government property is a conditional privilege extended by the Commanding Officer. Vehicles used in the commission of a criminal offense, or found in violation of parking policies, pertinent vehicle regulations or the California Vehicle Code and those established by the command/agency, are subject to towing at owner's expense.

Parking violations will be recorded against the owner's record, regardless of who was operating the vehicle when citations were issued. An accumulation of three violations within a 12-month period will result in a 60-day suspension of driving privileges.

Disabled Parking

Parking spaces for the disabled are restricted to operators of vehicles who have been certified as disabled. A special license plate or placard issued by a State Department of Motor Vehicles, or by a Senior Medical Officer who is authorized to determine disability status, is required to park in a designated disabled space.

Ridesharing

You may explore the possibility of carpooling by calling Ridelink at (619) 237-7665 or 1-800-COMMUTE. Contact them for a free list of people, who live near you, work near you and are interested in sharing a ride. They also offer a guaranteed ride-home program.

Carpooling

All commands have an on-base carpool sticker program. Carpools consist of two or more people riding in one vehicle to and from work on a regular basis. Contact your Parking Coordinator for additional information.

Transportation Incentive Program (TIP)

The **Transportation Incentive Program (TIP)** applies to Department of Navy (DON) employees (see eligibility requirements below) to help reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. DON members are currently eligible for reimbursement up to **\$115.00 per month**. Please note that the TIP incentive will be **increasing to \$230.00 per month** beginning March 1, 2009 (parking fees **are not** included) in specific pre-approved commuter mass transit transportation costs not to exceed actual expenses. TIP is designed to pay for transit costs incurred by personnel in their local commute from residence to permanent duty station. Participants must accurately claim an amount that reflects their usage rate—failure to do so will result in fraudulent certification on the application and is subject to criminal prosecution. This program is a **benefit, not an entitlement**; thus, there is no retroactive reimbursement for the program back to its inception.

Searches

All private and commercial vehicles, pedestrians and hand-carried baggage, parcels, lunch containers and similar items carried by individuals entering or departing from the station are subject to search by Law Enforcement Personnel with the use of trained dogs. In addition, work areas may be subject to search either for drugs or contraband. Inspections are conducted for the purpose of intercepting firearms and other deadly weapons, narcotics, drugs, or explosives.

Removal of Government Property

The removal of government property is strictly prohibited and tightly controlled. Government property consists of property that is purchased and/or owned by the government. Property passes are available to permit authorized removal of select pre-approved government property. Ask your supervisor or your Security Office for guidance. Unauthorized possession or removal of government property may result in disciplinary action, up to and including removal, as well the bringing of criminal charges.

Physical Security

Secure all tools and equipment and report any peculiar situations to your supervisor. Remember to properly safeguard your personal property.

Camera Pass

Military and civilian personnel may be authorized to bring cameras on board for unofficial photography, except in restricted areas. Relatives of military and civilian visitors who are greeting aircraft and ship's arrival are permitted to use photographic equipment. Camera passes are not required.

Weapon Pass

Weapons are generally prohibited from being brought aboard or maintained upon a military facility. Unauthorized possession of a weapon entering or aboard a facility may result in disciplinary action, up to and including removal, for a civilian employee.

Weapon passes may be issued to personnel having the need to bring a weapon aboard a military installation to store in the Armory or to use at the range. The pass contains all identifying criteria of the weapon(s) and expires one year from the date of issue. **Weapons may not be stored in vehicles at any time.**

Violence in the Work Place

Violence in the work place is NOT TOLERATED. Be alert to and notify your supervisor of any situations where threats or perceived threats have been made.

VI Information Technology

Information Systems Security (INFOSEC)

Computer systems and their information are essential to the daily operation and future success of each command/activity. Each Commanding Officer's Program is designed to assess and effectively manage the degree of risk regarding the protection of sensitive information, and the ability to process critical business applications. The program is to protect information assets and to allow the use, access and disclosure of information only in accordance with applicable Federal laws, DOD and Navy regulations. The Information Systems Security Manager and staff manage the Command INFOSEC Program.

If you use any information systems, you are responsible for reading, supporting, and adhering to INFOSEC policies and procedures. Basic user-responsibilities include the following:

Hardware and Software Acquisitions

All purchase requests must be processed through your departmental chain of command.

Hardware Use

You are responsible for taking appropriate precautions to guard against theft and damage to desktop and laptop systems, and their associated peripherals. Additionally, usage is for authorized personnel and official government business only.

Software Use/Virus Protection

Employees are discouraged from using software products not purchased or supported by their commands/activities. This includes, but is not limited to personally owned, public domain, or shareware software. Any deviation from this policy must be approved in writing. Aside from scanning regularly with an anti-virus program, do not boot systems from floppy disks unless they are known to be virus-free. Keep floppy disks write-protected whenever possible and virus-scan all floppy disks entering and leaving the command/activity. Inform other sites and offices with whom you frequently exchange information if a virus is found; this will ensure software compatibility with Local Area Network (LAN) systems and application software.

Copyright Law

Employees are not to make copies of command-purchased software, whether for business or personal use, except for backup copies as specified in licensing agreements. Federal Copyright Law automatically protects commercial off-the-shelf software. The rights granted to the owner of a copyright are clearly stated in the Copyright Act. The Act states that anyone who violates any of the exclusive rights of the copyright owner is in violation of the copyright, and sets forth penalties for such conduct.

Electronic Mail (e-mail)

E-mail should be used for official government business. However, limited personal use may be authorized (see section VII). The e-mail system does not guarantee privacy of communication. All e-mail communications can be monitored to insure system integrity, prevent misuse of government assets and provide information system security. A good rule of thumb is: if it is appropriate for a memo, guard mail or bulletin board, it is appropriate for e-mail.

Internet

Use of the Internet through a government computer or network should be for official government business. However, limited personal use may be authorized (see section VII). Users are personally responsible for ensuring that information sent by e-mail on the Internet is unclassified, non-sensitive and factual. In addition, individuals who use the Internet are responsible for keeping abreast of the current Security Policy and guidelines.

Backup/Recovery

You should regularly backup data on diskettes to prevent loss of data from system failure. Store back-up diskettes copies in a secure location. The Network Manager does Network/LAN backups on a scheduled basis.

Prohibit use of External Drive

NMCI network policy effective 18 November 2008, alerts employees regarding the suspension use of all external or portable storage devices such as thumb drives, USB drive, jump drive, memory stick, camera flash memory cards or any type of portable firmware-based storage device. This policy applies to both the classified network and the unclassified network. Approved external hard drives are not subject to this prohibition. NMCI homeport alert notice: https://homeport/alerts/status_alert_display.asp?comno=20081118-0500

System Misuse

You may be held personally responsible for any damage to computer resources, whether intentional or by careless action. You are responsible for maintaining adequate physical and information security for the hardware equipment, software, and data in your work area.

Equipment Moving

Transferring, loaning, or giving away equipment without proper transfer documentation is strictly prohibited.

Security Incident Reporting

You should report known or suspected violations of computer security measures or controls to your supervisor.

Good Housekeeping

Environmental factors like excessive heat or cold, power interruptions and natural/man-made factors, some of which may be beyond your control, affect the performance of your computer. The following are precautions you can take:

- * Avoid heat build-up by keeping papers, etc., off computer equipment
- * Don't drink or eat around computer equipment
- * Keep your computer area clean
- * Protect computer from environmental hazards (e.g., use a surge-suppresser to avoid damage to sensitive computer circuitry; do not hang plants above equipment, etc.)
- * Store all diskettes and tapes in desk, cabinet or secured areas
- * Provide disks the same level of security as the data stored on them
- * Insert diskettes carefully into the computer system drive
- * Protect diskettes from coffee and soda spills
- * Protect diskettes from exposure to magnetic fields or power supplies

VII Policy on Personal Use of Government Office Equipment

In 1999, OPM issued a new policy giving employees new **privileges** and **responsibilities** regarding personal use of Government Office Equipment. The policy is as follows:

Employees may use Government office equipment only for authorized purposes. Limited personal use is authorized as follows:

- Limited personal use is only authorized if it involves minimal additional expense to the Government.
- You are authorized to make limited personal use of Government office equipment during non-work time.
- This use must not reduce your productivity or interfere with your official duties or the official duties of others.
- You must be authorized to use equipment for official Government business before it is available to you for limited personal use. Furthermore, OPM is not required to supply you with equipment if it is not required for you to perform official Government business.
- Managers and supervisors may further restrict personal use based on the needs of the office or problems with inappropriate use in the office. In such cases affecting bargaining unit employees, the union will be notified.

These privileges can be revoked at any time. This policy varies with each command and may be more limited. It is advised that you check with your supervisor for additional command policy.

VIII Safety and Health

The Navy's policy is to provide a safe and healthful environment in which all personnel can live and work, which is ensured through a comprehensive Occupational Safety and Health Program.

You are encouraged to fully support occupational safety and health programs, initiatives, and mishap prevention efforts. Personal protective equipment will be furnished to you at no cost, when required, to protect you from harmful elements that can cause injuries. Machinery and equipment are furnished with safeguards for your protection; removing them is a serious safety violation. Your supervisor and/or your Safety Representative can provide you information in this area.

Fire Procedures

Periodic fire drills may occur at your location. You should note the locations of the nearest fire alarm box and quickest escape route. Address the issue of physically disabled exits during emergencies/drills. In case of a fire:

- * Use nearest fire alarm box or telephone extension 9-911
- * Pass the word, be sure everyone evacuates
- * Maintain a safe distance from the fire
- * If time permits, close doors and windows, turn off all ADP equipment
- * Do not endanger yourself or others

Drug Free Workplace

On September 15, 1986, President Reagan established the goal of a Drug-Free Federal Workplace. His Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Navy does not tolerate the use of illegal drugs. Employees occupying specific Testing Designated Positions (TDP's) within Department of Navy will be subject to random drug testing. In addition, if there is reasonable suspicion that an employee is under the influence of drugs in the workplace a Reasonable Suspicion drug test may be performed to determine this suspicion. If you have a substance-abuse problem, please voluntarily seek assistance through the Civilian Employee Assistance Program, or the DFWP Safe Harbor program. For additional information, please visit the Drug-Free Workplace program at <https://www.cnrc.navy.mil/cnrsw/Programs/HRO/DrugFreeWorkplace/index.htm> .

IX Services and Federal Employee Discounts

Morale, Welfare & Recreation (MWR) / Civilian, Welfare & Recreation (CWR)

The mission of the Commander Navy Region Southwest (CNRSW) Morale, Welfare & Recreation (MWR) Military Consignment Ticket Program is to provide to all uniformed services including Army, Navy, Marine Corps, Air Force and Coast Guard, as well as many military and DoD organizations, recreational opportunities at the lowest possible prices. The Civilian Welfare and Recreation Program (where applicable) provides similar services.

These organizations provide a wide range of information and supplies regarding special events, movies, theme parks, video rental, film processing, candy and T-shirts etc. Many MWR and CWR offices and mobile vehicles carry tickets, hotel vouchers and rent-a-car discounts for various areas around the country. For more information, go to <http://www.mwrtoday.com/>.

NOTE: It is important to remember to purchase discount tickets and vouchers directly from the MWR/CWR office.

MWR movie theaters allow free admission to all active duty, reservists, retirees, dependents, DoD civilians, contractors and their sponsored guests. To view locations of movie theatres, movie titles and show dates/start times, go to <http://www.mwrtoday.com/movies/candy.htm>.

MWR fitness/recreation facilities are also available at no cost for use by Federal civilians. For a list of locations and for more sports/recreation information, go to: <http://www.mwrtoday.com/fitness/candy.htm>.

Federal Employee Discounts

Some retailers, companies and financial institutions provide discounts or allow membership to warehouse clubs and credit unions to Federal employees. Before making a purchase or service commitment, first check to see if the organization that you plan to do business with provides discounts or other privileges to Federal civilians.

If you have a personal home computer/laptop/notebook/netbook, you may also be able to purchase word processing, spreadsheet, database, communication, security and other software from reputable companies at deeply discounted prices. For more information, contact your supervisor or your Information Technology department.

X Additional Information

Observance of the U.S. Flag and National Anthem (Colors)

The flag is raised at 0800 each morning and lowered at sunset. During this time, or when the National Anthem is being played, all pedestrians will stand quietly at attention, facing the flag. Drivers of vehicles within hearing or sight of Colors will stop and remain stopped until completion of Colors. You may remain in your vehicle during this time

Smoking

Smoking is prohibited in all government buildings. Smoking is permitted only in designated smoking areas.

XI References

CNRSW HRO Employee Bulletins:

<https://www.cnic.navy.mil/cnrsw/Programs/HRO/EmployeeCorner/HROBulletin/index.htm>

CNRSW HRO Web Page:

<https://www.cnic.navy.mil/cnrsw/Programs/HRO/index.htm>

OPM Homepage	http://www.opm.gov
Office of Civilian Human Resources	http://www.donhr.navy.mil
Job Information	http://www.usajobs.opm.gov
Safety Training	https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx
Defense Finance and Acct Service	http://www.dfas.mil
MyPay	https://mypay.dfas.mil/mypay.aspx
Thrift Savings Plan (TSP)	http://www.tsp.gov
Social Security	http://www.ssa.gov
Per Diem, Travel & Transportation	http://www.defensetravel.dod.mil/
EEO	http://www.eeoc.gov
Department of Labor (OWCP)	http://www.dol.gov
Office of Special Counsel	http://www.osc.gov
U.S. Savings Bonds	http://www.savingsbonds.gov

XII HRO Office Locations

Office Location	Mailing Address	Phone & Fax
Broadway Site Complex 937 North Harbor Drive Bldg. 1, 3rd Floor San Diego, CA	Commander, Navy Region Southwest Human Resources Office, Code N131AWH 937 North Harbor Drive, 3rd Floor San Diego, CA 92132-0058	619-532-2743 522-2743 DSN 619-532-3597 Fax
Central Office 937 North Harbor Drive Bldg. 1, 6th Floor San Diego, CA	Commander, Navy Region Southwest Human Resources Office, Code N1300RH 937 North Harbor Drive, 6th Floor San Diego, CA 92132-0058	619-532-1455 522-1455 DSN 619-532-3531 Fax 619-532-2738 Fax
Corona Site Office 2300 5th Street, Bldg 808 Norco, CA 92860-1915	Commander, Navy Region Southwest NSWC Corona Division Human Resources Office, Code N131AW7 PO Box 5000 Bldg. 808 Corona, CA 92878-5000	951-273-5287 933-5287 DSN 951-273-5292 Fax
Coronado Site Complex Naval Air Station North Island Bldg. 252 San Diego, CA	Commander Navy Region Southwest Human Resources Office, Code N131AWC Box 357041 Bldg. 252 Saufley Road San Diego, CA 92135-7041	619-545-1819 / 1598 735-1819 / 1598 DSN 619-545-3543 Fax
Monterey Site Complex Naval Postgraduate School 1 University Circle Monterey, CA	Commander, Navy Region Southwest Human Resources Office, Code N131AWG Naval Postgraduate School 1 University Circle, Rm 136 Monterey, CA 93943-5000	831-656-7614 756-7614 DSN 831-656-3145 Fax
NAS Fallon	Contact Lemoore Site Office	
Lemoore Site Office Naval Air Station 700 Avenger Avenue, Rm 101 Lemoore, CA	Commander, Navy Region Southwest Human Resources Office, Code N131AWL 700 Avenger Avenue, Rm 101 Lemoore, CA 93246-5046	559-998-3823 949-3823 DSN 559-998-3821 Fax
Naval Hospital Camp Pendleton Naval Hospital Building H-100 Camp Pendleton, CA	Commander, Navy Region Southwest Human Resources Office, Code N131AW8 Box 55191, Bldg H100, Rm 1542 Santa Margarita Rd. Camp Pendleton, CA 92055-5191	760-725-1279 365-1279 DSN 760-725-1049 Fax
Naval Medical Center San Diego Branch Office Naval Medical Center Building 2, Ground Floor San Diego, CA	Commander, Navy Region Southwest Human Resources Office Code N131AW8 34520 Bob Wilson Drive, Bldg. 2, HR Suite 30 San Diego, CA 92134-2030	619-532-9396 522-9396 DSN 619-532-6010 Fax
Point Loma Site Complex Space and Naval Warfare Systems Command 49330 Electron Drive, Bldg. 83 San Diego, CA	Commander Navy Region Southwest Human Resources Office, Code N131AWP 49330 Electron Drive, Bldg. 83 San Diego, CA 92152-5001	619-553-1082 553-1082 DSN 619-553-1808 Fax
Port Hueneme Site Office 3502 Goodspeed, Suite 2, Bldg 41 Port Hueneme, CA	Commander Navy Region Southwest Human Resources Office Code N131AWV 3502 Goodspeed, Suite 2, Bldg 41 Port Hueneme, CA 93043-4337	805-982-2418 551-2418 DSN 805-982-2481 Fax
Seal Beach Branch Office Naval Weapons Station 800 Seal Beach Blvd, Bldg 10 Seal Beach, CA	Commander, Navy Region Southwest Human Resources Office, Code N131AWW 800 Seal Beach Boulevard (NWS), Bldg 10 Seal Beach, CA 90740-5000	562-626-7832 873-7832 DSN 562-626-6102 Fax